

**WHAT? Medallion Signature Guarantee:** It confirms your identity, signature, and legal authority to transfer securities and investments. The Medallion Stamp CANNOT be used on transactions that do not involve the sale, transfer, redemption, or liquidation of securities.

**Please note:** A medallion signature guarantee is not the same as a document notarization (which assures that a signature is genuine) or a signature and endorsement guarantee (used for negotiable items such as checks or U.S. Treasury Bond forms)

**WHY? Common reasons for needing a medallion signature guarantee:**

- Moving securities to a new account (for example transferring a 401(k) after switching jobs)
- Giving securities as a gift (such as transferring shares of stock to a child or donating them to a non-profit)
- The owner of the securities has passed and ownership needs to transfer to a court-appointed representative

**HOW?** Ensure you have all requirement documents (listed below,) then make an [appointment](#) at a branch nearest you. If you are a Central Pacific Investment Services or Private Banking client, please contact your Wealth Advisor for assistance.

<b>IMPORTANT:</b>	
<ul style="list-style-type: none"> <li>• You must be a customer of Central Pacific Bank or Central Pacific Investment Services to obtain a Medallion Signature Guarantee &amp; your accounts must be in good standing.</li> <li>• Most branches have a maximum stamp authority of \$1 Million, select branches are authorized for \$2 Million. Please contact our Customer Service Center for locations (808) 544-0500 or (800) 342-8422. Central Pacific Investment Services personnel can assist their clients with amounts up to \$10 Million.</li> <li>• All asset owners must be present at the appointment in order to sign documents and one owner must have an account with Central Pacific Bank or Central Pacific Investment Services.</li> <li>• If your request is due to a divorce, you also need a divorce decree or court-approved domestic relations order (DRO) settlement agreement that lists account number or name of firm and account type along with securities to be transferred.</li> </ul>	

<input checked="" type="checkbox"/>	REQUEST TYPE	DOCUMENTS YOU NEED TO GET YOUR MEDALLION:
<input type="checkbox"/>	<b>Transferring Securities held outside of CPB or Central Pacific Investment Services with no changes in title or ownership</b>	<ul style="list-style-type: none"> <li>• Government-issued photo IDs for all asset owners</li> <li>• Statement for the account holding the securities (dated within one year)</li> <li>• Statement for the account receiving the securities (dated within one year)</li> </ul>
<input type="checkbox"/>	<b>Account maintenance request</b> (Example: a name or address change or a beneficiary update)	<ul style="list-style-type: none"> <li>• Government-issued photo IDs for all asset owners</li> <li>• Statement for the account holding the securities (dated within one year)</li> </ul>
<input type="checkbox"/>	<b>Transferring assets as a gift</b> (Example: giving shares of stock to a child or a charity)	<ul style="list-style-type: none"> <li>• Government-issued photo IDs for all asset owners</li> <li>• Statement for the account holding the securities (dated within one year)</li> </ul>
<input type="checkbox"/>	<b>Transferring or changing title on securities due to the death of an owner</b>	<ul style="list-style-type: none"> <li>• Government-issued photo IDs for all asset owners</li> <li>• Statement for the account holding the securities (dated within one year)</li> <li>• Statement for the account receiving the securities (dated within one year)</li> <li>• Copy of death certificate and court documents appointing person representative / administrator / executor</li> <li>• Depending on the request, either letters testamentary*, dated within 90 days; or small estate affidavit**</li> </ul> <p><b>Important:</b> Your document will not be stamped based on a will alone; court appointment documents are required.</p>

\* **Letters Testamentary** are issued by the court/court clerk and appoint a personal representative. Letters must be received within 90 days of original issuance by the court.

\*\* **Small Estate Affidavits** are used to obtain a decedent's assets without formal administration. Not all states offer Small Estate Affidavits and filing requirements may be different (contact your local courthouse for specific filing requirements).

To obtain either of these forms, please consult your personal legal counsel.

**For trusts:** An Entity Information – Certification of Trust form is required for Central Pacific Investment Services clients. Form will be provided by your Wealth Advisor.

**For ownership changes:** Beneficiary confirmation or transfer of death confirmation (dated within 6 months)  
These documents are provided by the firm to which assets (not subject to probate) are to be transferred and disbursed to designated beneficiary or beneficiaries upon death of the account holder. To obtain this form, please consult your personal legal counsel.